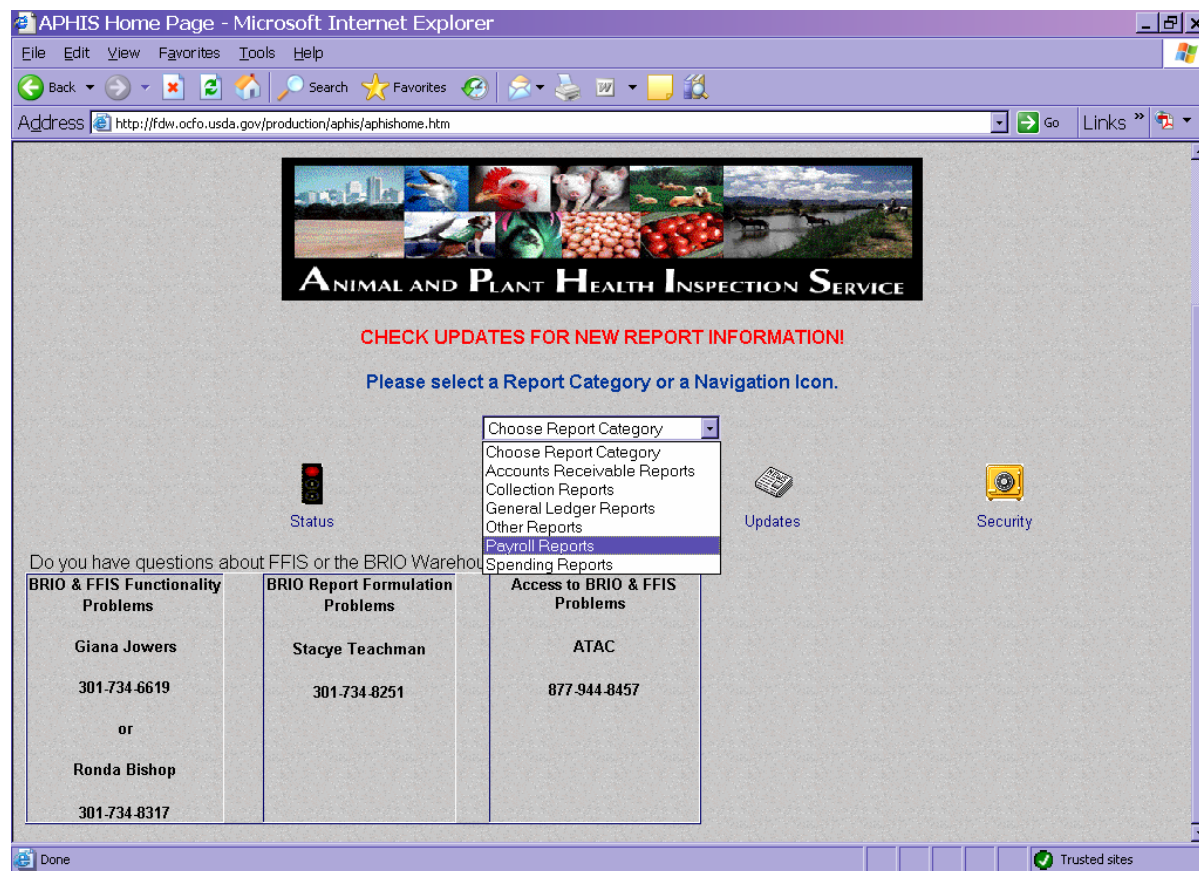# PAYROLL REPORT BY PAY PERIOD (PRPP) INSTRUCTIONS
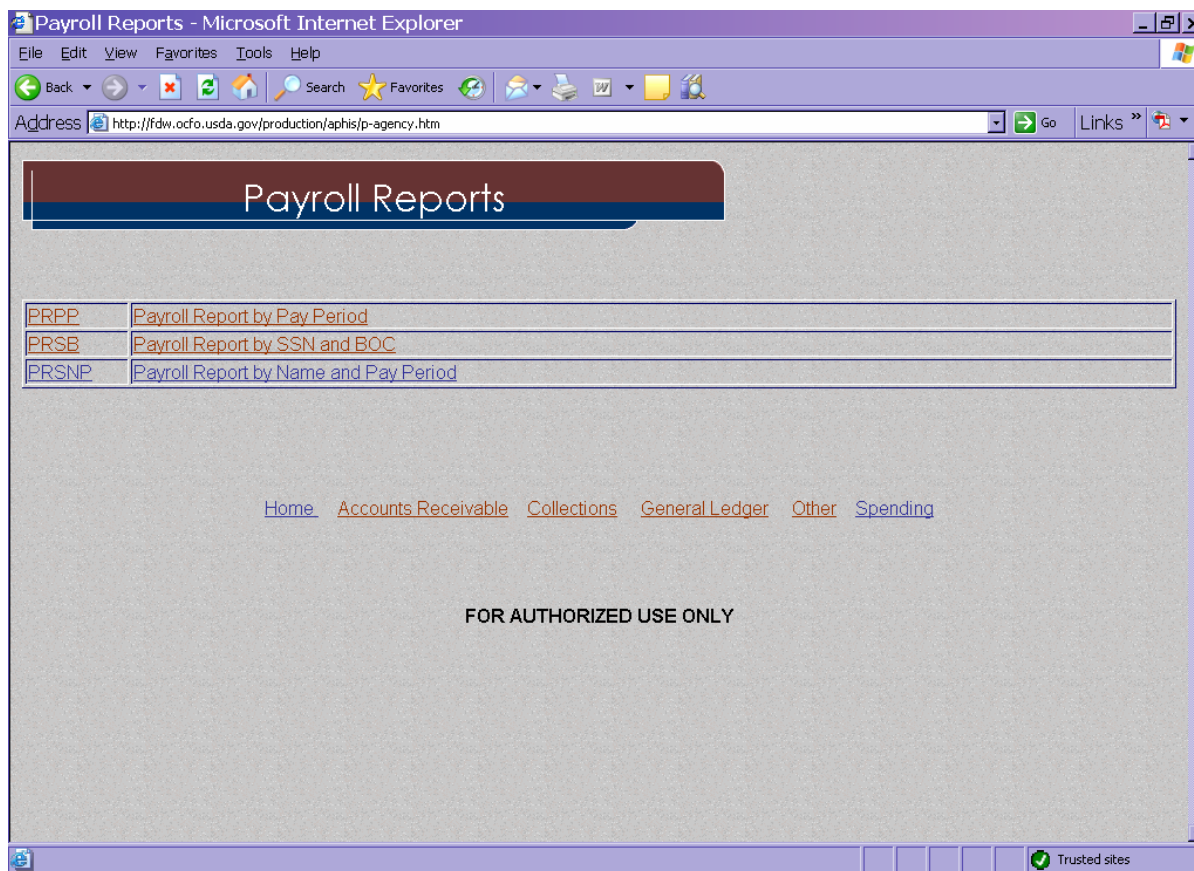
- Follow the instructions on accessing the web site using "INSTRUCTIONS TO ENTER FINANCIAL DATA WAREHOUSE WEB SITE".
- The report is web based and the data updates every time you run the report. The database is updated nightly, but payroll is run only every 2 weeks.

Step 1:

1. <Click> on "**Payroll Reports**". This is where the Payroll Report by Pay Period (PRPP) is located.
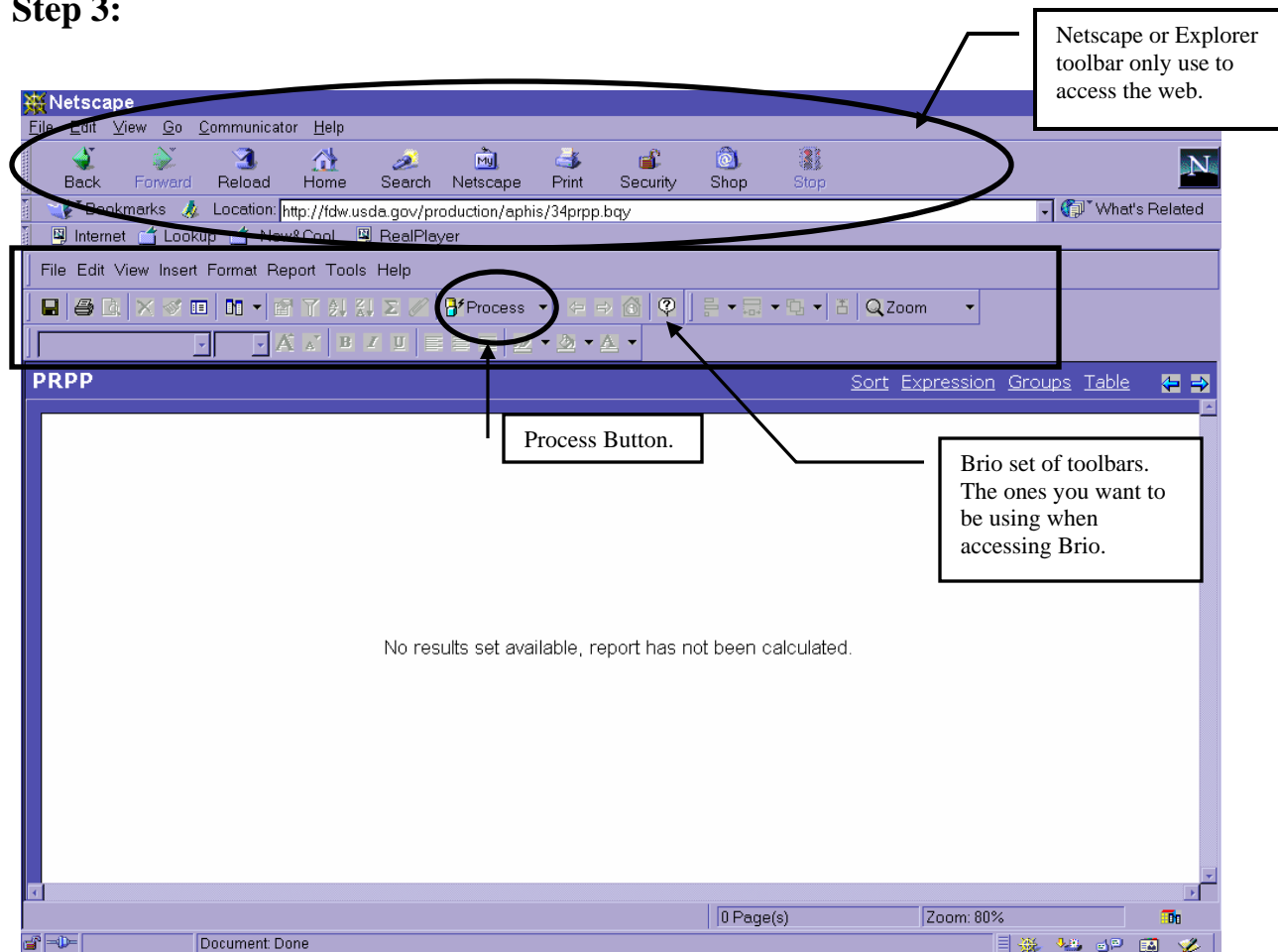
Step 2:

2. <**Click**> on the **Payroll Report by Pay Period**. This will automatically load your Brio plug-in application. You will either have Brio Quickview or Insight.

Note: There are two Payroll reports: the **Payroll Report by Pay Period (PRPP)** and the **Payroll Report by SSN and BOC (PRSB).**

Step 3:

3. <**Click**> on the **Process button** on the second set of tool bars. The first set of tool bars are to run Netscape and the second set is for the Brio program. From this point on all Buttons discussed will be the ones for Brio.
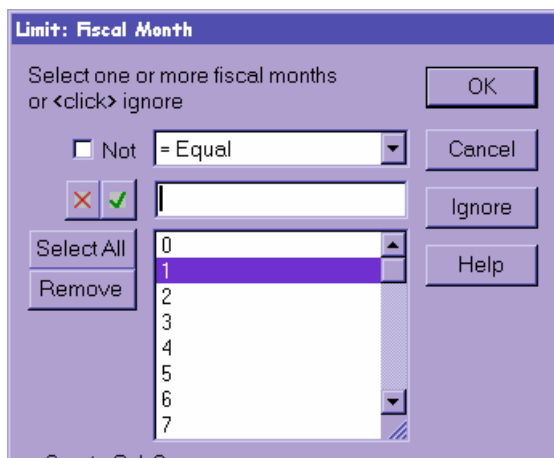
Step 4:

4. You will then have to connect to warehouse. At the "Host User" <**type**> in your **User ID number**. At the "Host Password" <**type**> your password for the Data warehouse. Press <**enter**> when finished.

Step 5:
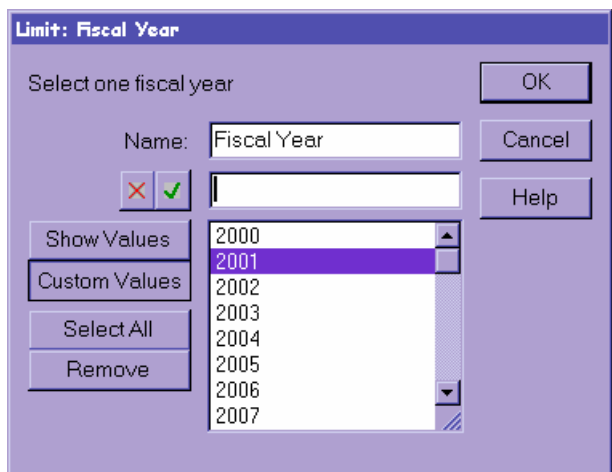
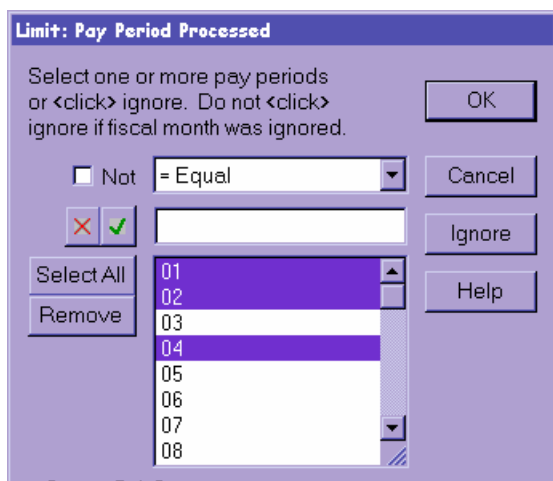5. <**Click**> on the year. <**Click**> OK buttons.

Step 6:

6. We recommend that you <**Click**> **Ignore** here if you are going to be selecting pay periods. You must select either months or pay periods. If you choose to select a month, **<click>** the months or months desired, and <**click**> on the OK button.

Step 7:

7. <**Click**> on the Pay Period Processed.   <**Click**> on the OK button. If you chose to select a month, remember that your month and pay period should match up or you will not pull up any data. To <**click**> more than one item use the **shift key** which highlights one continuous group or use the **Control** (CTRL) **key** which allows you to pick up non consecutive items.

Step 8:
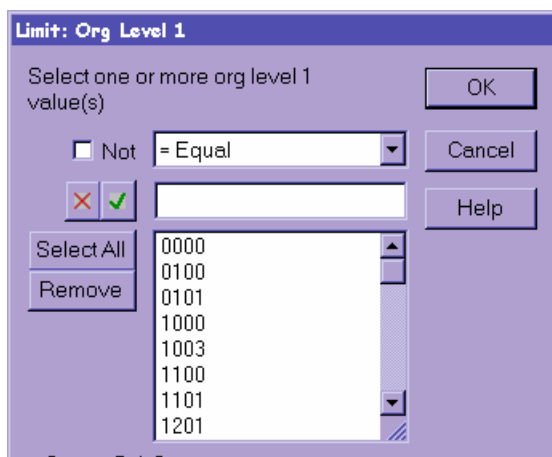
8.   In reporting Org Level 1 <**click**> on your division or region.   <**Click**> on the OK button.
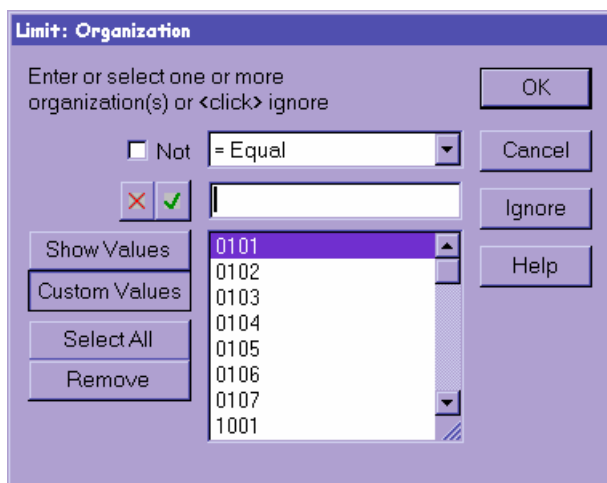
Step 9.
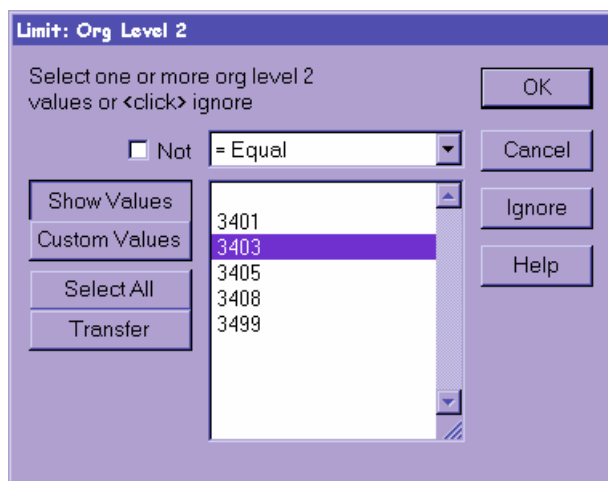
9. <**Click**> on your **Reporting Org 2** which is your Branch or Area/State. <**Click**> on the OK button.
Note: you can also use the Ignore button if you don't want to specify to this level. Support Units should <click> Ignore.

Step 10:

10. <**Click**> on the **Organization** and <**click**> on the OK button. (Middle 4 digits of the program (accounting) code.)
Note: you can also use the Ignore button if you don't want to specify to this level.

Step 11:

11. <**Click**> on the **Program(s)** which is the Accounting code minus the Budget Fiscal Year. <**Click**> on the OK button.
Note: you can also use the Ignore button if you don't want to specify to this level if you are choosing more than one program code.

Step 12:
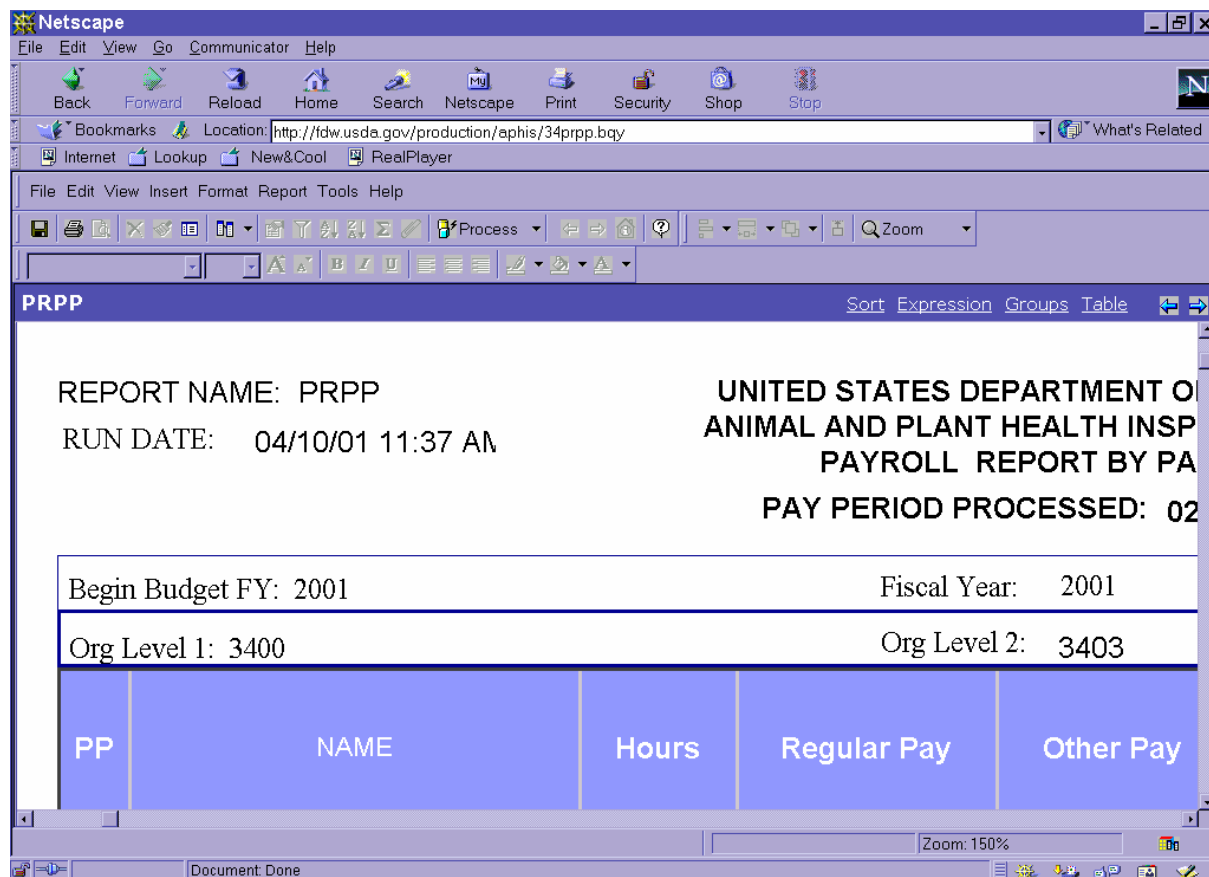
12. You have successfully pulled up a PRPP.